



# 2022 Sunset Music Series: Juneteenth Jubilee

## Vendor Application Form

June 18, 2022 – Old Town Leander

4:00pm – 8:00pm

Applicant/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Organization Type:  Private Business  Non-Profit Service Organization\*

\* Please provide 501 (c) (3) certification or certification of non-profit status.

\* If you are a Non-Profit Service Organization identify who receives your proceeds?

\_\_\_\_\_

Please list items to be sold and prices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be using a generator:  Yes  No

### Food Vendors Only:

Will you be using a grill or stove?  Yes  No

Will you be utilizing a Food Truck or Trailer?  Yes  No

Do you have a Temporary Food Establishment Permit for this event?  Yes  No

If yes, list the permit number \_\_\_\_\_

If no, please contact The Leander Parks and Recreation Department by June 10th at 5pm to provide us with your permit number.

### Vendor Fees:

Food Vendors \$30.00

Craft Vendors \$30.00

Once the vendor application has been received, an online account will be created for the vendor to track and pay vendor fees. Parks and Recreation staff will send the applicant their username and initial password information via email. Accounts can be accessed by visiting [LeanderTX.gov/fun](http://LeanderTX.gov/fun).

## VENDING RULES

The Sunset Music Series: Juneteenth Jubilee is on Saturday, June 18<sup>th</sup> from 4:00pm – 8:00pm.  
Vendors will be able to set up from 1:00pm – 3:30pm.

1. The City reserves the right to accept or reject any applicant.
2. City Park Rules & Regulations will be enforced and vendor approval will be considered a permitted activity.
3. Glass containers are prohibited.
4. All vendors must complete application, pay applicable fees and gain approval prior to June 10<sup>th</sup>, 2022 at 5pm.
5. Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales to only approved items.
6. All vendors using grills, stoves, or generators will be required to have a fire extinguisher (minimum of 5lb ABC extinguisher) for the duration of the event, and will be subject to inspection by the Fire Marshal.
7. Vendors requiring electricity will be required to furnish their own generators, upon approval by the City. Optimally, generators should be quiet generators.
8. Food Handlers Permit:
  - a. All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department. It is the responsibility of the vendor to contact the Health Department. The City of Leander has no involvement with this permit being issued.
  - b. Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and no refund will be made.
9. For questions regarding the Temporary Food Establishment Application please contact Williamson County and Cities Health Department.
10. The City agrees to provide a suitable space for approved vendors. Vendors agree to provide all necessary supplies and materials for their space, including tents, tables, and chairs as desired.
11. Applications can be submitted in any of the following ways:

In Person	Mail	Email
11880 Hero Way West Leander, Texas 78641 M – F, 8a–12p, 1p–5p	City of Leander PARD PO Box 319 Leander, Texas 78646	breynolds@leandertx.gov
12. The vendor application deadline is June 10, 2022 at 5pm. No applications will be accepted after this time and any cancellations must be made before this time.
13. "No-show" vendors will not be refunded. Vendor fee refunds will be issued only if deemed necessary by the City of Leander to cancel the event.

If you have questions or concerns, please contact  
Blake Reynolds at breynolds@leandertx.gov.

*The undersigned hereby understands and agrees to provide vending services according to the rules stated above and that failure to comply will result in removal and disqualification for future event vending opportunities.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>For Office Use Only:</u>		
App. Received: _____	Payment Received: _____	App. Processed: _____